

698602/27/02

Created

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

---

**TITLE: BUILDING SERVICES PROJECT MANAGER**

**DEFINITION**

Under administrative direction, to plan, assign, supervise, and review Building Services Projects; to perform a variety of complex, technical, and paraprofessional architectural planning and design studies for the construction and alteration of City facilities; to participate and oversee the scheduling, coordination, and inspection of building services projects; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the management level in the Building Services Project Series. This class is distinguished from the journey level by the management and performance of advanced and complex projects of the highest difficulty. Incumbents supervise others in this series.

**REPORTS TO:**

Fleet and Building Services Superintendent

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Fleet and Building Services Superintendent. Exercises general supervision over Building Services Project Coordinators and Building Services Project Assistant.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies and procedures.
- Plan, assign, and supervise the work of Building Services Project staff, in coordination with the Fleet and Building Services Superintendent.
- Provide direction and conduct complex architectural planning studies preparing plans, estimates, and work orders for the construction and alteration of City facilities.
- Provide direction and prepare project and job specifications; assist in evaluating bids for various building services projects.
- Supervise large and complex construction and alterations projects insuring conformance with plans and specifications, use of proper methods, materials, workmanship, and safety measures.
- Coordinate and schedule final inspections and acceptance of projects.
- Plan and schedule the inspection of buildings and facilities; plan and schedule maintenance repairs.
- Develop and coordinate a preventive maintenance program.
- Confer with superior regarding setting of priorities and progress of construction/alteration projects and activities.
- Coordinate building maintenance activities with other City departments, divisions, sections, and wit outside agencies.

- Assist in the preparation of the capital improvement plan, betterments and improvements, and budget.

## **QUALIFICATIONS**

### **Knowledge of:**

- Advanced principals and practices of engineering, architecture, and contract administration.
- Modern methods and techniques used in the design, construction, and alteration of buildings and facilities.
- Applicable laws and regulatory codes relevant to building design, construction, and alterations.
- Principals of organization, administration, and budgeting.
- Computers and Computer Aided Drafting/Design programs at an advanced level.

### **Ability to:**

- Manage and prepare complex paraprofessional architectural plans and cost estimates using Computer Aided Drafting/Design programs.
- Manage and prepare project and job specifications for formal bidding.
- Plan, organize, schedule, and inspect building construction/alterations.
- Maintain records and prepare project reports.
- Communicate clearly and concisely, orally and in writing.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of an Associate degree (60 semester units) from an accredited college or university with a major in engineering or architecture. Specific course work in structural inspection and project management highly desirable.

Experience: Five years of experience in advanced paraprofessional engineering and architectural drafting/design using Computer Aided Drafting programs and two years of construction project management including structural inspection. An additional year of experience may be substituted for one year (30 semester units) of college.

**MEDICAL CATEGORY:** Group 1

## **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

## **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Building Services Project Manager

**TO:** Fleet and Building Services Superintendent